

Low Income Housing Tax Credit (HTC)

HTC BASICS

TRAINING PROVIDED BY:
Janken Housing Solutions, Inc.
7063 Terraceview Lane
Maple Grove, MN 55311

Instructor: Juanita Pekay
juanitapekay@jankenhs.com

AGENDA

8:30 am to 5:00 pm

- 8:30 a.m. Housing Tax Credit Program Overview
- 9:00 a.m. HTC Rules and Regulations
- 9:30 a.m. Income and Rent Limits
Calculating Income
Sample Completed Forms with Calculations
- 12:00 noon LUNCH (Provided)
- 1:00 p.m. *Practice Exercise –
Calculating Income Amounts*
- 1:45 p.m. Documenting Household Eligibility
- 2:15 p.m. *Practice Exercise – Applicant Eligibility*
- 3:15 p.m. Annual Recertifications
- 3:30 p.m. Telephone Clarifications
- 4:15 p.m. Tenant File Inspections and
Noncompliance
- 4:45 p.m. Questions and Answers

For questions or assistance, e-mail or call:
juanitapekay@jankenhs.com
(763) 226-1833

Breakfast, Snacks, and
Lunch Provided!

7.5 Hours of MN Real Estate
Continuing Education Approved!

COURSE OVERVIEW

This Course provides the participant:

- an understanding of the importance of the Housing Tax Credit (HTC) program in developing affordable housing
- the information necessary to determine if households qualify for the HTC program
- the ability to gather the extensive tenant documentation required for the HTC program
- relevant Minnesota interpretations of the federal regulations!

After successfully completing this course, you will have the knowledge and tools to ensure HTC Compliance at your property.

Participant Comments:

"We are spoiled by the quality of information and presentation from the instructor."

"Juanita is extremely helpful and knowledgeable."

"This class gave a real overview of the tax credit meaning & process as well as explanation of the forms."

HTC BASICS DATES/LOCATIONS

November 11, 2009	Plymouth Radisson
January 13, 2010	Plymouth Radisson
April 13, 2010	Plymouth Radisson
July 21, 2010	Plymouth Radisson
November 10, 2010	Plymouth Radisson

See attached for registration form and maps.

DON'T FORGET TO BRING A CALCULATOR!



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REGISTRATION FORM

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Please submit this registration form with a check for \$175 per person payable to Janken Housing Solutions, Inc. *(To qualify for the \$175 Earlybird fee, please send your registration at least seven days before the course date. Registrations sent within seven days of registration date, please add \$25 late registration fee.)*

Organization: _____

Mailing Address: _____

City / State / Zip: _____

Phone: _____ FAX: _____

Select an HTC Basics date / location:

*Check only one date (one box)
per form submitted.*

- ☐ November 11, 2009 (Wednesday) Plymouth Radisson
- ☐ January 13, 2010 (Wednesday) Plymouth Radisson
- ☐ April 13, 2010 (Tuesday) Plymouth Radisson
- ☐ July 21, 2010 (Wednesday) Plymouth Radisson
- ☐ November 10, 2010 (Wednesday) Plymouth Radisson

Please copy this form and use a Different Registration Form for Each Training Date

THIS FORM IS FOR HTC BASICS COURSE

Name: _____ e-mail: _____

Name: _____ e-mail: _____

Name: _____ e-mail: _____

Name: _____ e-mail: _____

Registrations Postmarked Within 7 Days of Training, add \$25.00/Person

Mail to: Janken Housing Solutions, Inc.
7063 Terraceview Lane
Maple Grove, MN 55311
Phone: (763) 226-1833
Fax: (763) 225-0614

E-Mail: juanitapekay@jankenhs.com



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LOCATIONS & MAPS

Instructor: Juanita Pekay
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Plymouth Radisson

Radisson Hotel & Conference Center
3131 Campus Drive
Plymouth, MN 55441

Hotel Phone: (763) 559-6600

